

UTILITY MANAGER’S REPORT

MONDAY, FEBRUARY 25, 2003

FIELD PROJECTS

Ron Marion, Foreman

Terry Elliott, Field Crewmember

Jeff Maddux, Field Crewmember (& Wastewater Asst.)

Paul Trapp, Field Crewmember (Began February 17, 2003)

Part-time Meter Readers

Tina Hammond (& cleaning)

Billie Jean McCollum

RECENT ACTIVITY

- ✓ **Focus:** Normal work activities have continued to be a challenge this month due to cold temperatures, snow and problems at the WWTP. Freezing water meters and household plumbing have topped the list this month with equal billing given to meter reading. The field staff spent two weeks attempting to read meters through the cold weather, only getting approximately 2/3^{rds} of them read - ultimately the unread meters had to be estimated for the billing cycle.
- ✓ **Miscellaneous**
 - Valve Replacement/Installation: Received quote for *valve insertion* labor and materials to compare with the cost of shutting down large areas of the distribution system and performing “boil water advisories”. Valve insertion is cost prohibitive at approximately \$2,000 per 4 and 6-inch valve.
 - Field Crewmember Hired: Paul Trapp was hired to work full-time in the field on February 17, 2003. Working hours for *part-time employees*, whom were covering for the vacant field position, were reduced just prior to filling the position. Their extra work was very much appreciated.
- ✓ **Assisted weekly with WWTP operations and maintenance**
 - Installed a new 1-inch yard hydrant for raw wastewater sampling.
 - Thawed out outfall 001 to prepare as an alternate bypass point.
 - Broke up ice around the floats and aerator in the EQ Basin in order to drain the basin without causing damage to the equipment.
- ✓ **Station Repairs**
 - Station No. 6:
 - *Vacuum Pump Noise and Vibration:* EMR rebuilt the pump:\$5,800
(One new pump costs approximately \$20,000)
- ✓ **Truck Repairs**
 - F-350 Service Truck:
 - Replaced all four tires (*banana peels*) with new tires.
- ✓ **Work orders completed**
 - January..... 152

- ✓ **Disconnects for non-payment**
 - January.....41
- ✓ **Scheduled field crew vacations**
 - Terry Elliott:
 - Two (2) days; rolled over:.....January, 2003
 - Ron Marion:
 - One (1) day; roll over:.....January, 2003
- ✓ **Training Sessions**
 - REMC “Efficient Motor Workshop”:.....January 30, 2003

Daily/Monthly Routine Tasks: Performed daily maintenance inspections of all vacuum/lift stations, which frequently require the inspection of vacuum lines in troublesome areas, perform work orders and respond to customer concerns. Monthly, we do non-payment disconnects on the 10th, begin reading meters around the 17th, which generally takes 4-5 days depending on the weather, and perform station maintenance.

UPCOMING ACTIVITY

- **Truck repairs**
 - F-350 Service Truck:
 - Valve cover gaskets replaced
 - Rear brake noise inspected
 - Engine rattle and smoke on acceleration to highway speed???
- **Station Repairs**
 - Station No. 2:
 - *Replace floats w/ probes:* Hoosier Electric has been rescheduled to install probes.
- **Repair water leaks (3 currently on the schedule; one advisory required)**
- **Facility Improvements:** Although funds always seem short by most accounts, the utility’s office building still needs to be considered for some minor improvements. I would like to outline some of the improvements currently being discussed and the rationale behind each:
 - Break room:
 - **Relocate water heater into bathroom:** Attempting to make more space in the break room for meetings and to allow for a kitchen-type counter with a sink, in lieu of the wash tub that’s currently being used to wash sewage/dirt/grease covered collection system parts. This would separate the dining area use from a shop-like environment.
 - **Install kitchen style counter with sink and cupboard (above)**
 - **Install new paneling:** Old paneling is damaged and has missing sections where old shop benches were located.
 - **Ceiling repairs:** Ceiling board (sheet rock) and texturing are in bad shape from prior fixture locations and repairs.

WASTEWATER TREATMENT PLANT (WWTP)

Mike Ruby, Wastewater Operations Supervisor

RECENT ACTIVITY✓ **Monthly Reports:**

- Completed the *Discharge Monitoring Report (DMR)* and *Monthly Report of Operations (MRO)* for January. There were *ammonia violations!* (Presidents Signature Required; DMR/MRO attached)
- Completed Land Application report for January.
- Completed the EPA Annual Sludge Reports: Due February 19, 2003. (Presidents signature required)

- ✓ **NPDES VIOLATIONS:** As discussed and predicted in previous reports, the wastewater treatment plant has finally conceded to the cold winter temperatures. The existing facility is currently incapable of providing adequate treatment due to the cold weather's effect on treatment bacteria and ice formation on the treatment equipment and tank surfaces - rendering the plant inoperable until the ice thaws. We began diverting flow away from the plant and into the lagoons on Friday, January 17, 2003 - after the plant's equipment had become disabled due to the ice formation. The lagoons cannot provide adequate treatment either; therefore, NPDES VIOLATIONS WILL OCCUR until the plant can be restarted and brought back into compliance – THIS COULD TAKE SEVERAL MONTHS. Continuing to divert flow into the lagoons required an "*anticipated bypass*" of the plant – the initial bypass didn't begin until Monday, February 10, 2003. This activity required certain notices be given to IDEM's Compliance Section. Actions taken to comply with the NPDES permit requirements, investigate solutions and prevent reoccurrences are outlined below:

- IDEM Compliance Section; Don Daily, Chief: On Tuesday, January 21, 2003, I called Mr. Dailey to request a meeting to discuss the following; 1) Temperature related problems being experienced at the plant, 2) Process required to report and respond to IDEM requirements for "*bypassing*" the plant, and 3) Potential corrective measures being investigated and others that he might suggest. The meeting was held on the following day, Wednesday, January 22, 2003 when Mike Ruby and I met with Mr. Daily and Ms. Pam Gram to give our presentation as outlined below:
 - Discussed the plant's current status
 - Provided twenty-four (24) recent photographs showing various areas of the plant that are obviously affected by the freezing temperatures then explained each accordingly.
 - Provided and reviewed a complete three-year report of the plants laboratory data showing the correlation between the weather and the treatment process.
 - Discussed information being discussed with Commonwealth Engineering (listed under "Commonwealth")
 - Types of facility improvements being investigated (Same as listed under "Commonwealth")
 - Discussed NPDES permit requirements:
 - 10-day prior written notification for "*anticipated bypass*", etc... (Completed)

- Written follow-up within a month (**Letter attached**)
- Plan of action with schedule of improvements
- Quarterly updates on schedule of action plan
- Commonwealth Engineering; Ed Tinkle: Discussed plant status as follows:
 - *WWTP status*:
 - Raw influent: Diverted to East lagoon
 - SBR 2: Floats are frozen in foam and ice formation near the decanter
 - EQ Basin: Frozen solid; including floats and aerator
 - Digester: Frozen in area around decanter and in corners
 - *Causes of freezing conditions*:
 - Initial cooling begins in the collection system due to vacuum sewers dropping wastewater temperatures as-low-as five (5) degrees Celsius.
 - Secondary cooling continues in the SBRs where mechanical aerators throw water into the sub-freezing air temperatures and has dropped the wastewater temperature to near-zero (0) degrees Celsius. In addition, the *large* surface area of the wastewater further dissipates heat by evaporation, naturally.
 - The EQ Basin receives the SBR's treated wastewater decant at or near freezing and then continues to chill the wastewater with an extended detention time prior to being discharged to outfall 002.
 - *Potential Solutions*:
 - Dome over plant (Re. Canadian plants)
 - Heated floats/Transducers
 - Heat exchanger
 - Diffused aeration (Blowers)
 - Diffused aeration (Biolac System)
 - Dissolved Oxygen (DO) probe or Oxygen Reduction Potential (ORP) probe to maintain adequate oxygen without over aeration.
 - Sampling pump to eliminate the need for a catwalk (safety and better sample quality).
- Aqua-Aerobics; Rick Wilhelm/Paul Klebs:
 - *Opinions*: Restated our opinions of why heat loss occurs saying that: Heat loss is being caused initially by collection system cooling followed primarily by evaporation in the basins, then, but to a lesser extent, by mechanical aeration. (**Letter dated February 3, 2003 attached**)
 - *Quotes/Rough Estimates of Suggested Remedies (Verbal estimates unless stated otherwise)*:
 - Collection System Improvements: To reduce cooling effect.
 - Long-term & Costly:.....\$, \$\$\$
 - Heat Exchanger:
 - Estimate:\$70,000
 - Recirculation pump:..... \$\$
 - Fuel Source??? \$\$\$
 - Building to house unit:..... \$\$
 - Even flow thru (Recirculate MLSS): \$\$\$

- Diffused Aeration:
 - Blowers, diffusers and piping:.....\$60,000
 - Modify basin to accommodate system:.....\$\$\$
- Biolac System (Probably not feasible with changing water level):
 -\$\$\$
- Modifying tank walls: To reduce basin volume
 - Long-term & Costly:.....\$\$\$
- Arctic Packs w/Domes (Quote attached):
 - Complete Packs.....\$65,176
 - Aerator Domes only:.....\$39,000
- Programming to control aeration thru SBR's PLC: \$\$
- Control of "storm flow" mode:.....\$2,500

✓ **Equipment Repairs & Maintenance:**

- Limitorque Control Valves: Watts Electrical was able to repair both valves.

✓ **Training Sessions:**

- AIRW seminars attending by operators are outlined below:
 - "Management, Records & Reports".....February 6, 2003

UPCOMING ACTIVITY

□ **Normal operations and maintenance: (Winter operations)**

- Compliance monitoring and corrective measures being investigated

□ **Miscellaneous:**

- Training Part-Time Laboratory Assistant: Part-Time employee, Billie Jean McCollum will begin training at the WWTP lab on Tuesday, February 25, 2003 working four (4), six-hour days/week scheduled around normal field department duties.

□ **Training Sessions:**

- AIRW seminars:
 - Annual Conference: April 14-16, 2003

□ **2003 WWTP Projects/Priorities; Goals/Status**

- Solve Winter Operations Problem:Ongoing
- Preventative Maintenance Program:Preparing/reviewing documentation
- Inventory:..... Not Started
- Training Lab Tech: Began February 25, 2003
- WWTP Improvements (Shop):Getting cost estimates/quotes
- WWTP Sidewalks/safety projects: Spring/Summer Project
- Generator Fuel Barrel: Spring/Summer Project
- MLSS Sample Pump:Investigating Design
- DO/ORP Incorporated into PLC:Investigating

□ Prior reports continued:

- Preventative Maintenance Program:
 - Assist field staff with the initial setup and documentation of a comprehensive “Preventative Maintenance” program. (Winter Project)
- DMRQA; Study 23: Required Annual EPA Quality Assurance testing administered by IDEM.
- Equipment, Repairs & Maintenance:
 - Heliosieve: Replace heat tracing
 - Generator: Relocate diesel barrels and install piping, solenoid valve and float switch.
 - Sidewalks: Spring/Summer
- Reduced Monitoring: Follow up with IDEM as soon as possible.
- IDEM/Safety/Design concerns: Again, the April 25, 2002 report identified IDEM/Safety/Design concerns and comments that will remain a topic of serious concern. Monthly updates will outline the status of these concerns and identify progress being made to resolve them. (*Updated each month under Recent/Upcoming activity.*)

UTILITY OFFICE

Dan Wooton, Office Manager

Valerie Dixon, Lead Clerk

Kim Fugate, Front-Desk Clerk (Started January 20, 2003)

Cindy Summerfield, P/T for 90-days of Collections Work

(Begins on February 25, 2003)

RECENT ACTIVITY

✓ **Financial snapshot, Three-month summary: (Sewer BAN Transfers estimated at \$22,667 are not being made yet, and therefore are not calculated into the summary)**

○ Sewer	<u>November 2002</u>	<u>December 2002</u>	<u>January 2003</u>
▪ Revenue:	\$71,723	\$70,859	\$67,564
▪ Expenses:	\$44,004	\$53,317	\$42,636
○ Water	<u>November 2002</u>	<u>December 2002</u>	<u>January 2003</u>
▪ Revenue:	\$48,356	\$46,751	\$44,553
▪ Expenses:	\$51,013	\$50,230	\$49,245

✓ **Financial, Account Balances for January**

○ Sewer:	
▪ Checking: \$145,494.40 – OSC (\$4,514.34).....	\$140,980.06
▪ Bond & Interest:	\$46,141.50
▪ Debt Service Reserve:	\$104,377.34
○ Water:	
▪ Checking: \$30,960.82 – OSC (\$5,283.30).....	\$25,677.52
▪ Bond & Interest:	\$71,259.80
▪ Debt Service Reserve:	\$146,357.33

✓ **Billing; collections**

Three-month review:

○ Customers billed in Dollars:	<u>November 2002</u>	<u>December 2002</u>	<u>January 2003</u>
▪ Customers w/active service:	\$112,341	\$106,413	\$116,146
▪ Arrears & Closed Acts.	\$225,196	\$224,080	\$221,893
▪ Total billed:	\$337,537	\$330,493	\$338,039
○ Number of Customers billed:	<u>November 2002</u>	<u>December 2002</u>	<u>January 2003</u>
▪ Customers w/active service:	1539	1464	1435
▪ Arrears & Closed Acts.	582	593	585
▪ Total customers billed:	2121	2057	2020

✓ **Accounts in Arrears, progress:** The totals outlined below represent collections progress made in January 2003. This month the total balance of 90-day accounts has raised \$707 due to the “100 account balances still increasing. However, collection efforts focused on unpaid “200’ account balances in the 90-day past-due range dropped \$1,511. Current balances are outlined below:

	<u>Billed on 90-day plus accounts</u>
○ “100” accounts (295)	\$50,506
○ “200” accounts (443)	\$131,755
Total, currently unable to collect without pursuing collections:.....	\$182,261

✓ **Bookkeeping**

- Ledger: Due to discoveries during the State audit, the Monthly “Balance Sheet” and “Profit & Loss” reports, beginning with the December 2002 reports, will possibly not be provided until the June 2003 Board meeting. The reason being that ledger posting errors, from what appears to begin at the time of the utility’s inception and carried forward for several years, have beginning ledger balances, depreciation of assets and liability accounts all in need of correction prior to closing out CY 2002.

✓ **Miscellaneous**

- Clerk Hired: Kim Fugate began work as the front-desk Clerk on January 20, 2003
- Short-Term Collections Person Hired: Cindy Summerfield will begin working on February 24, 2003 as a part-time employee working solely on developing the month-to-month process for collecting past-due accounts. She is scheduled work 40-hour weeks for 90 days at which time the existing staff will begin performing *all* collection efforts.
- Sales tax on purchased electricity: Finally received the “ST-109 Utility Exemption Certificates” that can be provided to the electric and other utilities to verify our tax-exempt status.
- Worker Compensation: Completed the CY 2002 audit
- Computers:
 - Replaced hard drive in billing/cash-posting computer:.....\$275
 - Replaced front desk computer:.....\$600

UPCOMING ACTIVITY

□ **Normal operations**

- State Audit of CY 2000-2002: Resumed on January 21, 2003 but was postponed for a week to give Dan time to recover from his recent surgery. The audit is ongoing for CY’s 2000, 2001 and 2002; it is scheduled for completion by Thursday, March 6, 2003.

□ **Software/Equipment Purchases**

- Ledger/Billing Software & Hand-held Meter Reading Device:\$20,000

□ **Facility Improvements**

- Office:
 - **Replace carpet with tile**: Rain leaking through a window has mold and mildew growing in the carpet and is putting off a distinct odor that employees feel is contributing to their allergies and possibly illnesses.
 - **Install Shelving**: Need shelving to store boxed records up off the floor and to store office supplies above desks.

□ **2003 Office Projects/Priorities; Goals/Status**

- Inventory:..... Not Started
- Complete Audit Related Work:..... June 13, 2003
- Purchase Accounting software:Specs. Evaluated /Quotes Requested
- Collections: Monthly process by years-end
- Budget Updates:Monthly to Department Heads

□ Prior reports continued

- State and Federal tax refunds: Still pending State review of past filings and awaiting a response from the IRS
- Office documents in drafting stage:
 - Sewage adjustment form
 - Standard Operating Procedures (SOPs)
 - Payroll Attestation
 - Customer Deposit – Guarantor Deposit Register.
 - Summer Watering Program – Application (*After policy is drafted and approved*)

GENERALRECENT ACTIVITY✓ **2003 Projects**

- Annual Meeting: Scheduled for Saturday, April 19, 2003 at 1:00PM at the Jennings County Public Library
- Establish and update certain utility ordinances and policies
 - **By-Laws**
 - Final draft ready for Board approval (Copies provided)
 - **Water Use Ordinance**
 - Final draft ready for Board approval (Copies provided)
 - **Sewer Use Ordinance**
 - Being prepared; anticipate Board approval in March or April.
 - **Ordinance Establishing Water and Sewer Miscellaneous Fees and Policies**: Specific concerns being incorporated into this document are listed below:

POLICIES

- Property owner (w/deed) responsibilities:
 - *Utility bills left unpaid by tenants/occupants*: Property owners are responsible for paying in full account balances left by tenants, occupants and themselves - prior to reestablishing service.
 - *Meter/Sewer Equipment Serving Property*: Property owner is responsible for any damage caused to utility equipment providing service to the property that occurs by the owner's actions or by the actions of others working in their service.
- Deposit Rules:
 - *Waivers*: Only for property owners (w/deed) with on-time payment history, of utility bills, lasting twelve consecutive months just prior to requesting service.
 - *Property Owner (w/deed) Refunds*: Only after customer has achieved a problem-free twelve-month water/sewer utility payment history.
 - *Tenant Refunds*: Only after service is discontinued.
 - *Refund Schedule*: Utility will apply deposits toward final bill and refund the balance within forty-five (45) days.
- Non-Payment Disconnect Date:
 - *22nd day of the same month as the billing due date*. (Ex. Due date = March 17; NP Disconnect date = March 22)
- Payment Extension/Agreement Policy:
 - *Six-day maximum extension*
 - *"ONLY" one Extension/Agreement per year*
 - *Absolutely NO extensions to be given on disconnect day*
 - *The utility is not responsible for bills or payments lost in transit*
 - *Manager's / Treasurer's discretion*

- Availability Fee Dates of Coverage:
 - *April 1, thru March 31*
- Bad Check Policy:
 - *Become “CASH ONLY” for twelve months*
 - *Notify customer with letter and copy of policy*
- Write-Off Bad Debt:
 - *Re. I.C. 13-26-12-5 and the “Accounting and Uniform Compliance Guidelines Manual For Special Districts” as issued by the State Board of Accounts*
- Purchasing limits set by board; Recommendations:
 - *\$500 limit for department head approval;*
 - *Up to \$5,000 for Utility Manager / Treasurer approval.*
- Capitalization:
 - *Capitalize all single item purchases of \$500 or greater: (Board discretion)*
- Board Authorization of Claim Payments:
 - *Authorize the payment of claims for vital utility bills and any other accounts that would incur penalties. Re. The “Accounting and Uniform Compliance Guidelines Manual For Special Districts” as issued by the State Board of Accounts*
- Authorization of Credit Card Use: (Per State Board of Accounts)
 - *Authorize by ordinance or resolution (Ex. Wal-Mart, etc...); and*
 - *Designate an official or employee to handle issuance and use; and*
 - *Specifically state the purpose for which the credit card may be used.*
- Summer Watering Program: Establish a three-month program (w/ minimum \$10-15 limit and maximum \$100-200 limit) that would automatically allow customers to sign up for sewer adjustments during three consecutive summer months for the purposes listed below:
 - *Pool fills*
 - *Lawn Watering*
 - *Landscaping*
- Water Leak Credit: This policy will allow for a sewer account credit in the amount of water lost due to water leaks where the lost water never entered the sewer system. Credits will be calculated based on prior twelve months of water consumption.
- Designation of miscellaneous fees:
 - *50% Water / 50% Sewer*

MISCELLANEOUS FEES

- Deposit fees:
 - *Sewer Deposit (\$50 increase):\$125*
 - *Water Deposit (Stays the same):\$75*
- Miscellaneous Fees:
 - *Account Setup/Connection Fee:\$50*
 - *Bad Check (NSF) Fee:\$20*

- *Broken Lock Fee:*\$30
 - *Non-Payment Disconnect Fee:*.....\$50
 - *Property Lien Fee:*\$150
 - *Photocopy Fee (per page):*\$0.25
 - *Reconnect Fee, all (48-hour notice):*\$25
- Updated Employee Handbook: Incorporate changes voted on in December plus, per State Auditor, the following:
 - **Comp-Time policy**
 - **Employee Health Plan Contribution**
 - Even if it's only one (\$1) dollar; it cannot be free
 - Updated Manager's Employment Agreement: Include modified medical/dental insurance plan and license pay per December Manager's Report, plus the following change if approved by the board.
 - **Dental Coverage**
 - Increase to 100% match up to \$1,000 from 50% match up to \$1,000
- ✓ **Sewer Rate Ordinance 2002-3**
- JNRU won its case at the beginning of February
 - CSL has thirty days to file an appeal (30th day is March 5th or 6th); they've already voted to appeal.
- ✓ **Miscellaneous**
- Country Squire Lakes Association: CSL has suggested that they would pay the hydrant fees if their account is adjusted to reflect that the two (2) inoperable hydrants, which were replaced in 2002, reflect three-years of being out-of-service. As discussed with the Board on February 11, 2003 I have calculated the adjustment as follows:
 - With monthly hydrant fees for twelve (12) fire hydrants costing \$396/month, each individual hydrant fee is \$33/month. A thirty-six month adjustment on two individual hydrants is calculated by taking the sum of two individual hydrant fees (\$66/month) and multiplying it by thirty-six months, the final product being a \$2,376 adjustment on their account.
 - I have not discussed this adjustment with the CSL Board.
 - The late penalties on these fees have not been discussed but will probably be brought up by CSL in discussions on this topic.
 - Utility Rates/Wages Survey: Completed a "Utility Wages/Rates Survey" being performed by Sherman, Barber & Mulikin; CPAs in Madison, Indiana. Survey result will be tallied and provided to participants in March 2003.
 - Completed the EPA Drinking Water Needs Assessment: This survey is conducted periodically and provides the EPA with information about municipal drinking water systems' infrastructure needs and provides a basis for the distribution of federal funds into the State Revolving Fund (SRF) program. I have outlined the JNRU's drinking water assessment needs around the concept that we would like to provide a more adequate supply of fire protection services to our customers. The needs were outlined a follows:

- **Transmission and Distribution Table**
 - Replace/Upgrade existing six-inch (6") water mains (for fire protection) to ten-inch (10") water mains:
 - 42,240' feet (8 miles) of ten-inch (10") water main
 - Replace/Upgrade existing four-inch (4") water mains (for fire protection) to six-inch (6") water main or larger:
 - 42,240' feet (8 miles) of six-inch (6") water main
 - Replace/Upgrade existing two-inch (2") water mains (age related replacement) to new two-inch (2") water mains:
 - 36,960' feet (7 miles) of two-inch water main
 - Replace/Upgrade existing two-inch (2") water mains (age/fire protection related) to new six-inch (6") water mains:
 - 36,960' feet (7 miles) of six-inch (6") water main

- **Fire Hydrants, Service Lines, Valves and Water Meter Table**
 - Replace/Upgrade eight (5/12) fire hydrants (Old/deteriorated)
 - Install twenty (28) new fire hydrants (To provide fire protection where currently limited)
 - Install fifty-four (54) new flush hydrants on dead-end water mains
 - Replace/Upgrade one-thousand (1,000) service lines (Old/deteriorated)
 - Replace/Upgrade twenty-five (25/32) six-inch (6") gate valves (Old/deteriorated)
 - Replace/Upgrade fifty (50/57) four-inch (4") gate valves (Old/deteriorated)
 - Replace/Upgrade seventeen (17/26) two-inch (2") gate valves (Old/deteriorated)
 - Replace/Upgrade sixteen-hundred (1,600) water meters and settings (Old/deteriorated)
 - Install nine (9) new six-inch (6") gate valves (for system isolation)
 - Install fifteen (15) new four-inch (4") gate valves (for system isolation)
 - Install forty-five (45) new two-inch (2") gate valves (for system isolation)

✓ **State Audit**

- Routinely provide answers to questions and explain circumstances relevant to bookkeeping practices at specific times being reviewed in the audit.

✓ **Training Sessions**

- REMC "Efficient Motor Workshop":January 30, 2003
- AIRW seminar attended:
 - "Management, Records & Reports":February 6, 2003

UPCOMING ACTIVITY

□ **Miscellaneous**

- Reynolds Inc.; Jim Wells:
 - Mr. Wells and I discuss scheduling the expansion project pipe capping and testing; whether or not they can complete work out of the roadway; and whether or not

Reynolds provided a maintenance bond. He assured me that Reynolds would return to perform work and coordinate efforts to preserve integrity, but would need to check on the performance bond.

- **Jennings Water, Inc.**
 - Notice of Annual meeting: March 10, 2003 at 7:00pm. (Attached)
- **Training Sessions**
 - AIRW seminars:
 - Annual Conference: April 14-16, 2003
- **2003 Management Projects/Priorities; Goals/Status**
 - Complete Audit Related Work: Ongoing
 - WWTP Improvements: Preliminary Planning
 - Water /Sewer System Improvement Projects: Preliminary Planning
 - Budget Updates: Quarterly to Utility Board
 - Update All Policies/Ordinances: Ongoing
 - Establishing Short/Long-Term Goals: Ongoing
 - Establishing Short/Long-Term Financial Plan: Ongoing
 - Maintain Compliance Communication with IDEM: Ongoing
 - Create Job Descriptions (All): Back Burner
 - EPA Required: Vulnerability Assessment: Before June 30, 2004
 - EPA Required: Emergency Response Plan: Before December 31, 2004
- **Short/Long-term Planning**
 - Departmental “*Projects/Priorities; Goals/Status*” updates are updated monthly under each department’s heading.
- **Prior Reports Continued:**
 - Monitor WWTP Operations:
 - *IDEM Compliance for BYPASS EVENT*
 - Country Squire Lakes Association; *Items still pending*. The CSL board’s current position remains the same on each issue as outlined in the August 15, 2002 Manager’s Report.
 - *Fire hydrant fees not being paid (Update under Recent Activity)*
 - *CSL Association dues being charged to the utility (Last month to report)*
 - *Sewer problems at the CSL pool (Last month to report)*
 - *Lot No. 2152 (CSL owns this lot and owes penalties)*
 - ██████████; County Road 300 North: Inclement weather and scheduling have prevented the work associated with this item from being completed. The work will be completed as soon as conditions allow. (Same as in October Manager’s Report)
 - ██████████; Lot ██████ & ██████:
 - Multi-lot agreement; (Same as in October Manager’s Report)
 - Broadacres Restaurant ██████████: (Not Updated)